



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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October 7, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

This letter will update the County Classification Plan and departmental staffing provisions by adding a new classification, by reclassifying positions in various County departments, and by making technical corrections.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) classification, to reclassify nine (9) ordinated positions to implement the results of various classification studies, and to make technical corrections.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only*

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

#### **Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organizational Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

#### **New Class**

We recommend that one (1) new classification be established in the Classification Plan (Attachment A). We are establishing the Fire Permit Technician class to perform reviews of simple fire alarm, fire sprinkler, and building plans, as well as permit applications, and a wide variety of public counter duties in a fire prevention office.

#### **Reclassifications**

Based upon individual position studies, we recommend that nine (9) ordained positions in four (4) departments be reclassified (Attachment B), eight of which are budgeted. The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

#### Technical Corrections

We are making a minor revision to correctly denote the item number for the unclassified ordinated position of Departmental Chief Information Officer I (UC) in the Public Library. The original ordinance adopted by your Board on August 12, 2008 incorrectly denoted the item number for the classified Departmental Chief Information Officer I.

In addition, we are amending the Probation Department staffing provision to correct posting errors from an earlier reclassification ordinance approved by your Board on September 9, 2008.

#### **FISCAL IMPACT/FINANCING**

The projected budgeted cost for the eight (8) budgeted positions that will be reclassified is estimated to total \$77,527 (all funds). Net County cost is estimated to be \$24,646. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

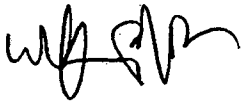
Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors  
October 7, 2008  
Page 4

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DIL:WGL  
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**ATTACHMENT A**

**CLASS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN**

<b>Proposed Savings/ Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>
Horizons/ Choices	3771	Fire Permit Technician	NM 74K

## RECOMMENDATIONS FOR POSITION RECLASSIFICATION

OFFICE OF THE ASSESSOR

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Chief, Systems Division, Assessor N23 S12 Non-Represented	Departmental Chief Information Officer I N23 S13 Non-Represented

The subject position directs the department's information technology (IT) services operation. This area is comprised of 148 positions which support a user base of over 1,400 employees assigned to eight (8) networked locations throughout the County. In addition to managing a \$23 million budget, the specific responsibilities include overseeing the electronic recording and maintenance of commercial and residential property records such as assessments, exemptions, transfers, changes in ownership, and maps. Duties also include overseeing the department's website which provides comprehensive online public access to property tax records, forms, and other real estate information in seven (7) languages.

The complexity and scope of the IT services managed by this position are consistent with the class concept and allocation standards for Departmental Chief Information Officer I. This classification is responsible for managing the planning, design, coordination, development, implementation, and maintenance of departmental or Countywide automated information systems. Therefore, we recommend upward reclassification. Additionally, since the Chief, Systems Division, Assessor is a single-position department-specific classification, it will be deleted once vacated.

## DEPARTMENT OF HEALTH SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
<b>Coastal Cluster</b>		
1	Associate Hospital Administrator II N23 S12 Non-Represented	Departmental Chief Information Officer I N23 S13 Non-Represented
<b>LAC/USC Healthcare Network</b>		
1	Information Technology Manager III N23 S13 Non-Represented	Departmental Chief Information Officer II N23 S14 Non-Represented
<b>Office of Managed Care</b>		
1	Information Systems Manager I NM 108G Non-Represented	Departmental Chief Information Officer I N23 S13 Non-Represented
<b>Rancho Los Amigos</b>		
1	Data Elements Coordinator, HS N23 S12 Non-Represented	Departmental Chief Information Officer I N23 S13 Non-Represented
<b>San Fernando Valley Cluster</b>		
1	Information Systems Manager I NM 108G Non-Represented	Departmental Chief Information Officer I N23 S13 Non-Represented

The subject positions manage the 24-hour information technology (IT) operations located in various Countywide healthcare facilities/agencies which have a significant impact on public health, safety, and welfare. In addition, these positions oversee operations which must comply with complex and broad data reporting mandates issued by state and federal agencies. These operations also participate in data sharing with other County departments involved in public health, public safety, and social services.

With the exception of the position allocated to the LAC/USC Healthcare Network, the scope and complexity of the IT services managed by these positions are consistent with the class concept and allocation standards for the Departmental Chief Information Officer I. Therefore, we recommend upward reclassification of the subject positions to Departmental Chief Information Officer I.

The Information Technology Manager III position assigned to the LAC/USC Healthcare Network is responsible for managing the IT activities of a very large and comprehensive County medical center. The size and scope of the IT services provided and the complexity of the IT activities managed by this position meets the allocation criteria for Departmental Chief Information Officer II. Therefore, we recommend upward reclassification to Departmental Chief Information Officer II.

#### **DEPARTMENT OF PUBLIC HEALTH - PUBLIC HEALTH SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Epidemiologist NM 92A Non-Represented	Supervising Epidemiologist NMW 96A Non-Represented

The subject position reports to a Chief, Public Health Records and Research, and is assigned to the Office of Health Assessment and Epidemiology, Data Collection and Analysis Unit. The position supervises a staff comprised of Epidemiologists, Research Analysts, Behavioral Science and Epidemiology Analysts performing a variety of complex and specialized epidemiologic studies and projects that incorporate and have significant impact across multiple public health program areas.

The scope of the responsibilities assigned to this position meets the Supervising Epidemiologist allocation criteria to supervise and direct the work of Epidemiologists and professional support staff in the provision of planning, designing, implementing, and evaluating multiple health-related surveillance systems, epidemiologic studies, and field investigations. Therefore, we recommend upward reclassification to Supervising Epidemiologist.



## DEPARTMENT OF REGIONAL PLANNING

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Land Division Specialist 89F Represented	Principal Regional Planning Assistant 94B Represented
1	Land Division Specialist 89F Represented	Senior Land Division Specialist 93F Represented

The subject positions report to a Supervising Regional Planner, and are assigned in the Land Division Research Section.

The first of the two subject positions functions as the department's primary evaluator and processor of lot line adjustment requests. The position applies the General Plan provisions, and ensures compliance within the Plan's parameters. The position is also required to possess extensive knowledge of the California Subdivision Map Act, County Code Titles 21 and 22, County Counsel, and State Attorney General legal opinions regarding land use issues. Additional duties include responding to public inquiries regarding interpretation and application of complex issues concerning lot line adjustments and subdivisions as a subject matter expert.

The scope of the responsibilities assigned to this position meets the Principal Regional Planning Assistant allocation criteria in that the work performed requires comprehensive knowledge of the technical and regulatory requirements of the County's General Plan and administrative variables that may impact the feasibility and progress of proposed developments. By definition, Principal Regional Planning Assistants respond to public inquiries involving areas that are not explicit in the County's policies and procedures. Therefore, we recommend an upward reclassification to Principal Regional Planning Assistant.

The remaining Land Division Specialist is assigned to process Certificate of Compliance cases independently and to conduct advanced technical legal research to resolve land division and compliance issues. This position is a subject matter expert on the California Subdivision Map Act, and provides technical guidance and training to contract workers performing journey-level land division work such as title research and document retrieval. As such, the position is required to possess extensive knowledge of the County's zoning application and subdivision ordinances, as well as County Counsel and State Attorney General legal opinions.

The position's duties and responsibilities, as well as the extensive knowledge required, are fully consistent with the allocation criteria for the Senior Land Division Specialist. Therefore, we recommend upward reclassification to Senior Land Division Specialist.

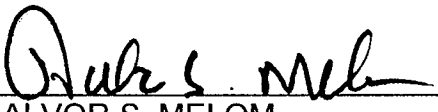


## ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for one (1) employee classification; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Assessor, Health Services, Probation, Public Health, Public Library, and Regional Planning.

RAYMOND G. FORTNER, JR.  
County Counsel

By:   
HALVOR S. MELOM  
Principal Deputy County Counsel  
Labor & Employment Division

HSM:asv

Requested: 08-29-08

Revised: 09-12-08

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies and to make technical corrections.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 is hereby amended to add the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
<u>3771</u>	<u>FIRE PERMIT TECHNICIAN</u>	_____ *	<u>NM</u> <u>74K</u>

**SECTION 2.** Section 6.38.010 (Assessor) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2607A	4	<del>CHIEF, SYSTEMS DIVISION, ASSESSOR</del>

**SECTION 3.** Section 6.38.010 (Assessor) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2575A</u>	<u>1</u>	<u>DEPTL CHIEF INFORMATION OFFICER I</u>

**SECTION 4.** Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1759A	48	<u>17</u>	EPIDEMIOLOGIST
1760A	2	<u>3</u>	SUPERVISING EPIDEMIOLOGIST

**SECTION 5.** Section 6.78.030 (Department of Health Services – Office of managed care) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2573A	4		<del>INFORMATION SYSTEMS MANAGER I</del>

**SECTION 6.** Section 6.78.030 (Department of Health Services – Office of managed care) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>2575A</u>	<u>1</u>		<u>DEPTL CHIEF INFORMATION OFFICER I</u>

**SECTION 7.** Section 6.78.055 (Department of Health Services – Coastal cluster)

is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2575A</u>	<u>1</u>	<u>DEPTL CHIEF INFORMATION OFFICER I</u>

**SECTION 8.** Section 6.78.055 (Department of Health Services – Coastal cluster)

is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8075A	<del>3</del> <u>2</u>	ASSOCIATE HOSPITAL ADMINISTRATOR II

**SECTION 9.** Section 6.78.060 (Department of Health Services – LAC+USC

healthcare network) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2576A</u>	<u>1</u>	<u>DEPTL CHIEF INFORMATION OFFICER II</u>

**SECTION 10.** Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2574A	2 <u>1</u>	INFORMATION TECHNOLOGY MANAGER III

**SECTION 11.** Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2624A	4	DATA ELEMENTS COORDINATOR,HS

**SECTION 12.** Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2575A</u>	<u>1</u>	<u>DEPTL CHIEF INFORMATION OFFICER I</u>

**SECTION 13.** Section 6.78.070 (Department of Health Services – San Fernando Valley cluster) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2575A</u>	<u>1</u>	<u>DEPTL CHIEF INFORMATION OFFICER I</u>

**SECTION 14.** Section 6.78.070 (Department of Health Services – San Fernando Valley cluster) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2573A	<del>2</del> <u>1</u>	INFORMATION SYSTEMS MANAGER I

**SECTION 15.** Section 6.100.010 (Probation – Support services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2109A	<del>4</del> <u>3</u>	MANAGEMENT SECRETARY III



**SECTION 16.** Section 6.100.015 (Probation – Special services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2109A	4 <u>2</u>	MANAGEMENT SECRETARY III

**SECTION 17.** Section 6.106.010 (Public Library) is hereby amended to change the item number for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>2575A</del> <u>2579A</u>	1	DEPTL CHIEF INFORMATION OFFR I(UC)

**SECTION 18.** Section 6.112.010 (Department of Regional Planning) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4432A	2	LAND DIVISION SPECIALIST

**SECTION 19.** Section 6.112.010 (Department of Regional Planning) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4433A</u>	<u>1</u>	<u>SENIOR LAND DIVISION SPECIALIST</u>

**SECTION 20.** Section 6.112.010 (Department of Regional Planning) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4435A	24 <u>25</u>	PRINCIPAL REGIONAL PLANNING ASST

**SECTION 21.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classification added to Section 6.28.050 of the County Code.

[RECLASSOCT2008KPCEO]